

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

August 19, 2010

**SUBJECT:** ENTRY OF MISSING PERSON INFORMATION INTO THE NATIONAL CRIME INFORMATION CENTER; DEPARTMENT MANUAL SECTION 4/150.12, ALL POINTS BULLETINS - ACCEPTANCE OF MESSAGES; AND MISSING/FOUND PERSONS INVESTIGATION REPORT, FORM 03.16.00 - REVISED

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** An audit conducted by the Federal Bureau of Investigation revealed that the Department was not in compliance with several National Crime Information Center (NCIC) policy mandates. This Order revises Department Manual Section 4/712.10, *Missing/Found Persons*; and the Missing/Found Persons Investigation Report, Form 03.16.00.

**PROCEDURE:** In order to comply with federal law, the time frame and report type for the entry of missing person information into NCIC have been revised.

**I. OFFICER'S RESPONSIBILITIES.** To ensure that missing person report information is entered into NCIC within a timely manner, officers shall obtain a Division of Records (DR) number within two hours of determining that a Missing/Found Persons Investigation Report will be completed for any missing person (e.g., juvenile or adult).

**Note:** The information is entered into NCIC by Area records personnel when the DR number is obtained.

If unable to return to the Area station within two hours, officers shall contact the Records Unit of the Area of occurrence and obtain the DR number by telephone. If the Records Unit of the Area of occurrence is not available, officers shall obtain a DR number from a Records Unit of an Area within the geographic bureau. If the DR number is obtained by telephone, officers shall document the DR number, the File Control Number, and the NCIC number (all of which will be provided by Area records personnel) on the Missing/Found Persons Investigation Report.

Upon returning to the Area station, officers shall obtain and attach the NCIC printout to the Missing/Found Persons Investigation Report.

The completed report, along with the NCIC printout, shall then be submitted to the Area watch commander for approval.

**II. GEOGRAPHIC AREA RECORDS PERSONNEL RESPONSIBILITIES.** When obtaining a DR number for a Missing/Found Persons Investigation Report, Area records personnel should note the age of the missing person. Information regarding any missing person under the age of 21 shall be entered as a juvenile, solely for the purpose of the entry of information into NCIC. An "A" (adult) shall only be entered in the "REPORT TYPE" field for missing persons age 21 or older.

**Note:** The investigative procedures and responsibilities for missing persons investigations have not changed. Although the information for any missing person between the ages of 18 and 20 is entered into NCIC as a juvenile, the missing person investigation shall continue to be the responsibility of the Missing Persons Unit (MPU), Detective Support and Vice Division (DSVD), which is responsible for investigating all missing adults. Missing juvenile (under the age of 18) investigations shall continue to be the responsibility of the concerned Area juvenile detectives.

**III. WATCH COMMANDER'S RESPONSIBILITIES.** The watch commander, Area of occurrence, shall ensure that the reported information is transmitted by Area records personnel to NCIC within two hours of the initial report and that the information for missing persons under the age of 21 is entered as a juvenile.

**IV. DEPARTMENT MANUAL SECTION 4/150.12, ALL POINTS BULLETINS - ACCEPTANCE OF MESSAGES - REVISED.** The "Note" under the category referencing "Missing Person Teletype" is amended to read as follows:

**Note:** Teletyping of a missing person area broadcast does not fulfill the two-hour notification requirement to NCIC when a person under 21 years of age is reported missing or the missing person is the subject of exceptional circumstances (e.g., missing under suspicious circumstances, or persons mentally or physically handicapped).

**The remainder of this section remains unchanged.**

**V. MISSING/FOUND PERSONS INVESTIGATION REPORT, FORM 03.16.00 - REVISED.** The Missing/Found Persons Investigation Report has been updated to indicate that officers shall obtain a DR number within two hours of determining that a Missing/Found Persons Investigation Report will be completed for any missing person. The form has also been updated to include the current telephone numbers for MPU; the Mental Evaluation Unit, DSVD; and Probation Intake Detention Control.

**The use and distribution of this form have not changed.**

**Note:** The Missing/Found Persons Investigation Report Field Notebook Divider, Form 18.37.00, has not yet been updated to reflect the procedures set forth in this Order. The procedures set forth in this Order shall supersede any conflicting procedures contained in the Missing/Found Persons Investigation Report Field Notebook Divider.

**FORM AVAILABILITY:** The Missing/Found Persons Investigation Report is available in E-Forms on the Department's Local Area Network. All other versions of the form shall be marked "obsolete" and placed in the divisional recycling bin.

**AMENDMENTS:** This Order amends Sections 4/150.12 and 4/712.10 of the Department Manual. The "Form Use Link" applicable to the Missing/Found Persons Investigation Report is accessible in Volume V of the Department Manual.

**MONITORING RESPONSIBILITY:** The Chief of Detectives, Detective Bureau, shall have monitoring responsibility for this directive.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

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